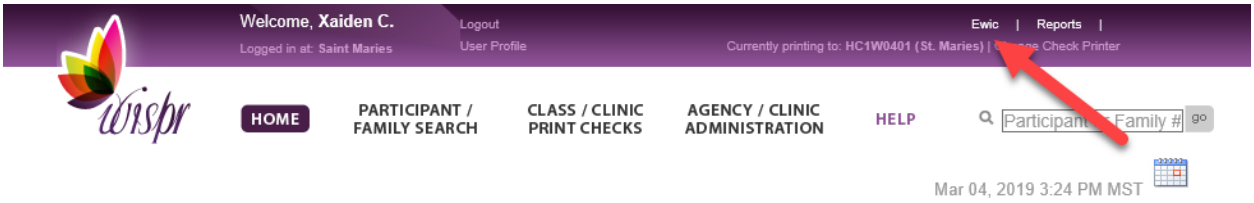
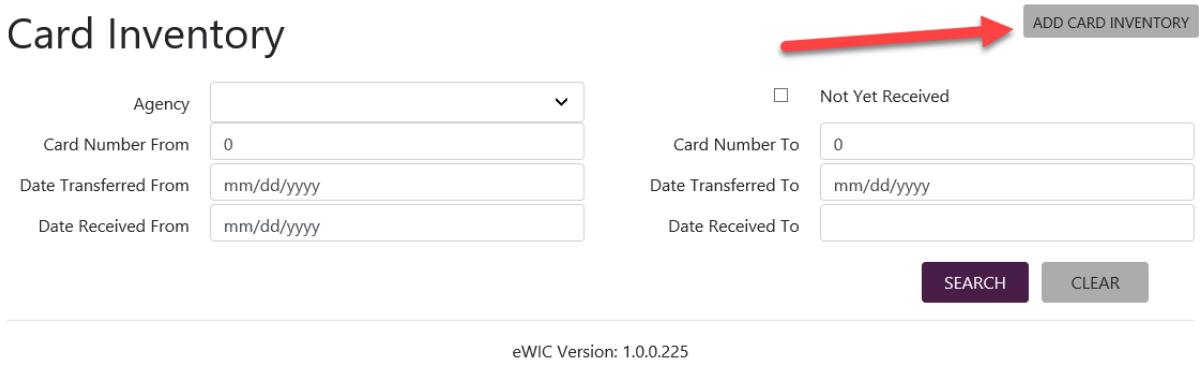
Card Inventory – Add

1. Click on eWIC

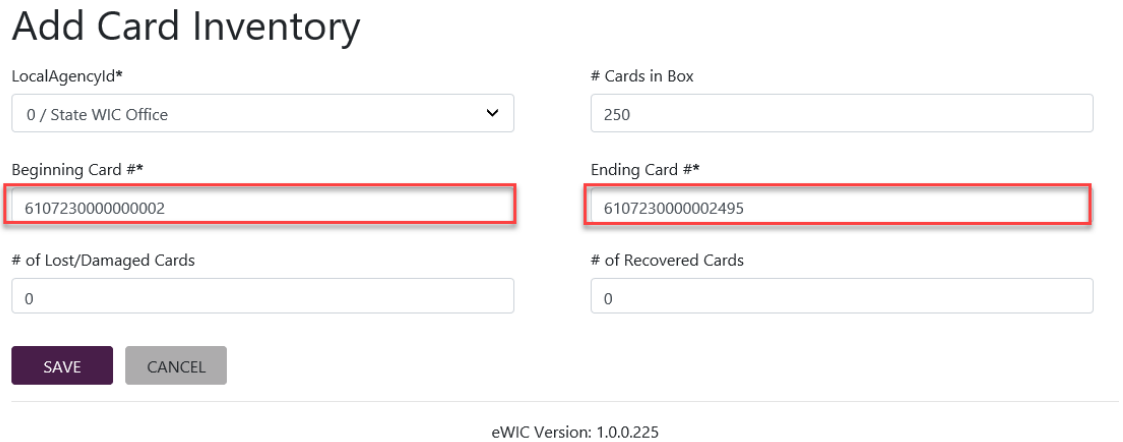


2. Click on eWIC again and select Card Inventory

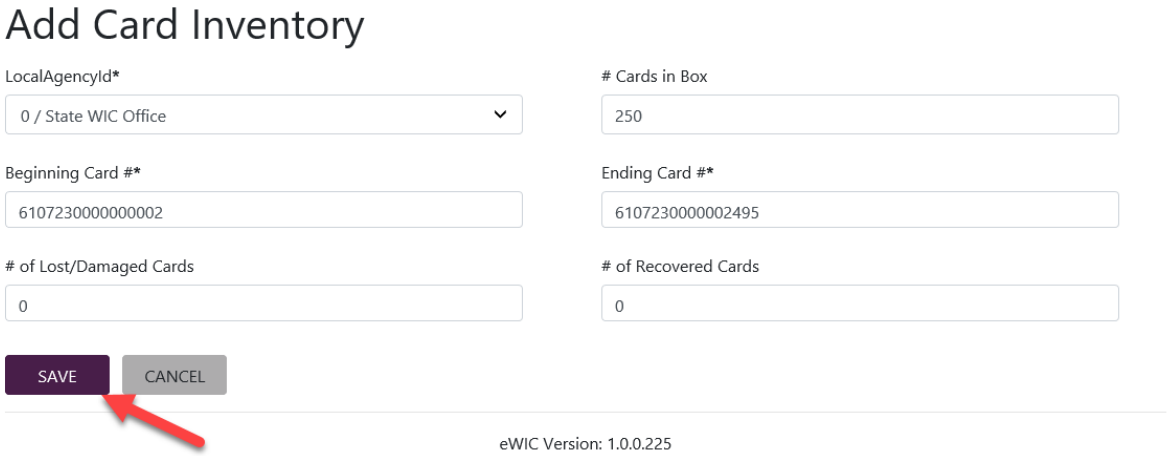
3. Select Add Card Inventory



4. Enter the Beginning Card # and Ending Card # from the packing slip and verify the # Cards populates correctly
   Note: # Cards should auto-populate based on the numbers entered. A full sleeve holds 250 cards



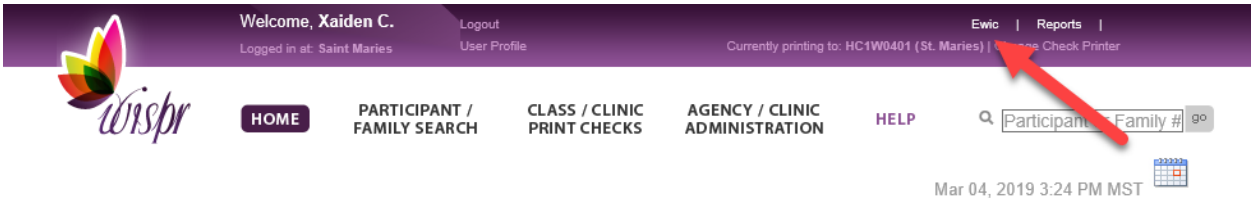
5. Select Save



NOTE: Card inventory **must** be marked as received after it is added. If needed, see Card Inventory – Receive QRC.

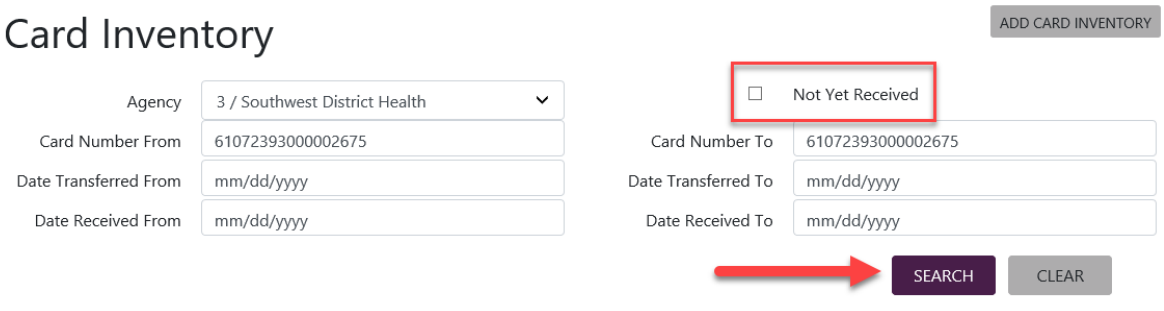
Card Inventory - Receive

1. Click on eWIC

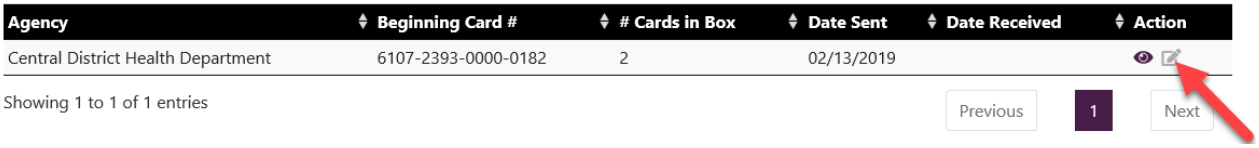


2. Click on eWIC again and select Card Inventory

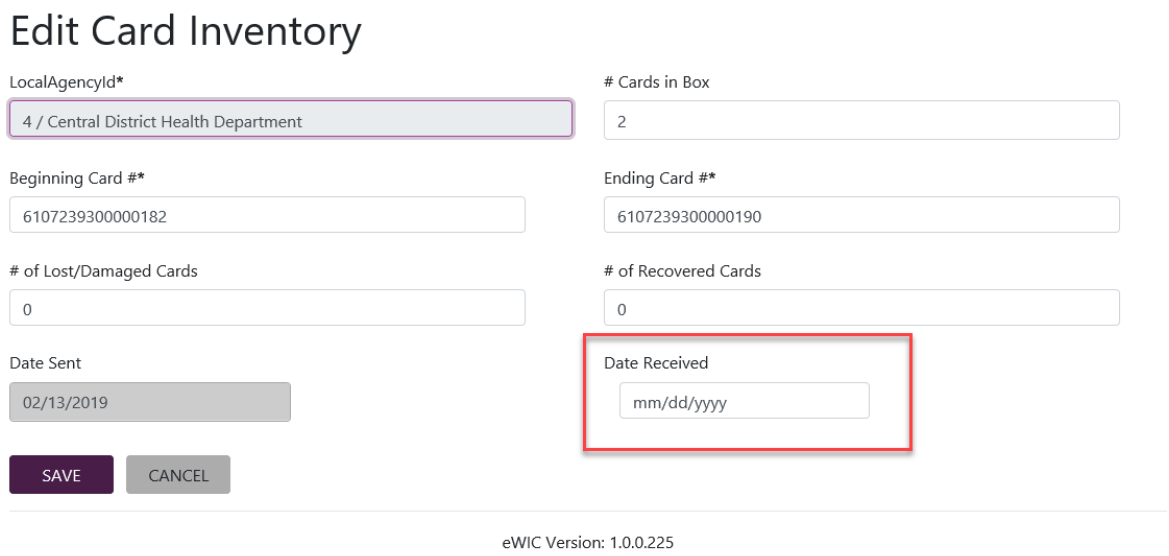
3. Enter search criteria to locate card inventory and click Search
   Note: Selecting the "Not Yet Received" box will narrow search results to inventory that needs to be received



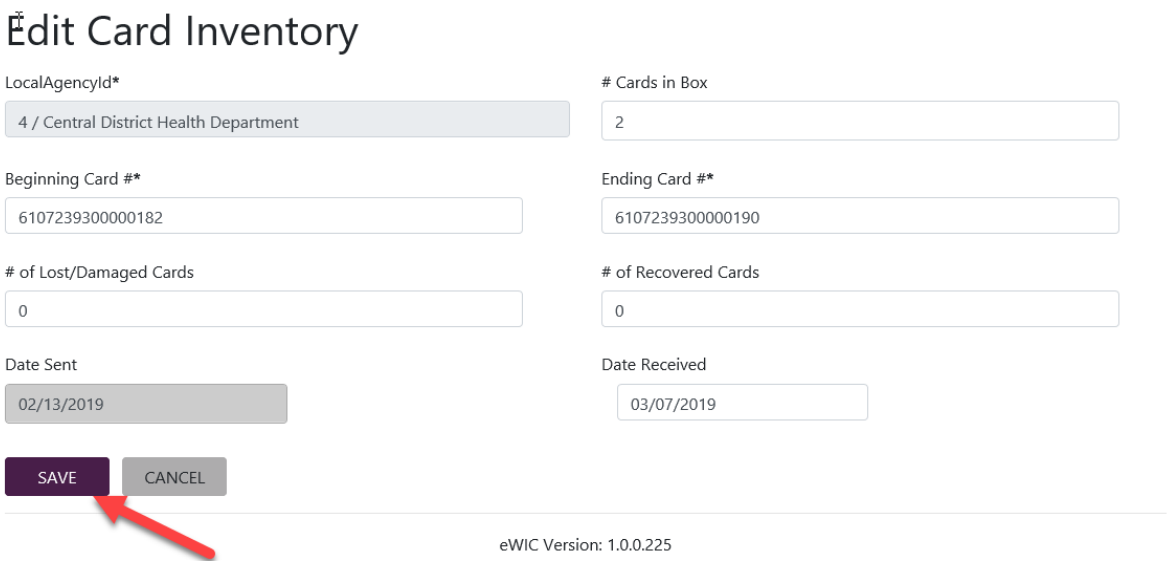
4. Select the Edit icon for the card inventory that needs to be received



5. Enter inventory Date Received

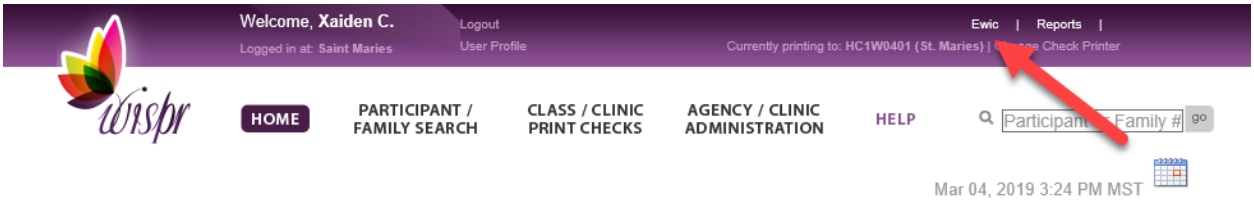


6. Click Save



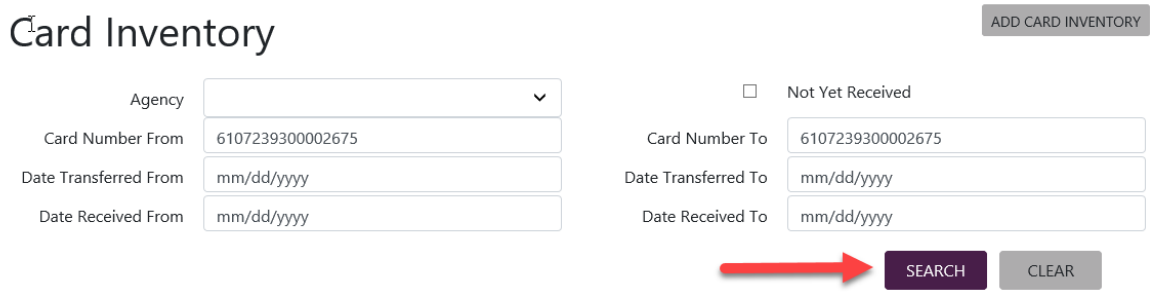
Card Inventory – Recording Lost/Damaged and Recovered Cards

1. Click on eWIC

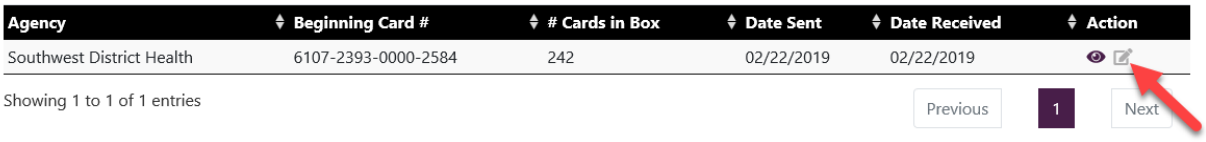


2. Click on eWIC again and select Card Inventory

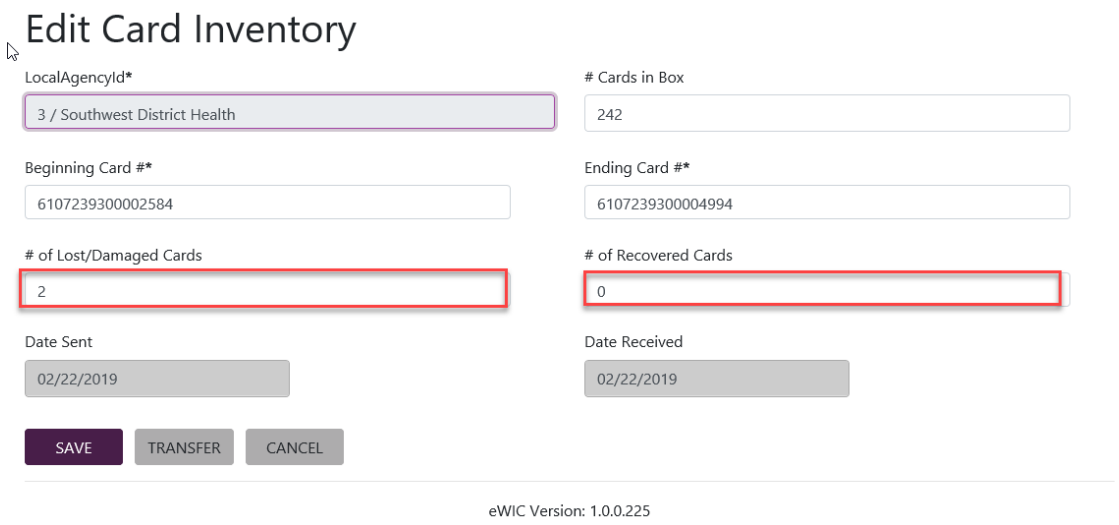
3. Enter search criteria to locate card inventory and click Search



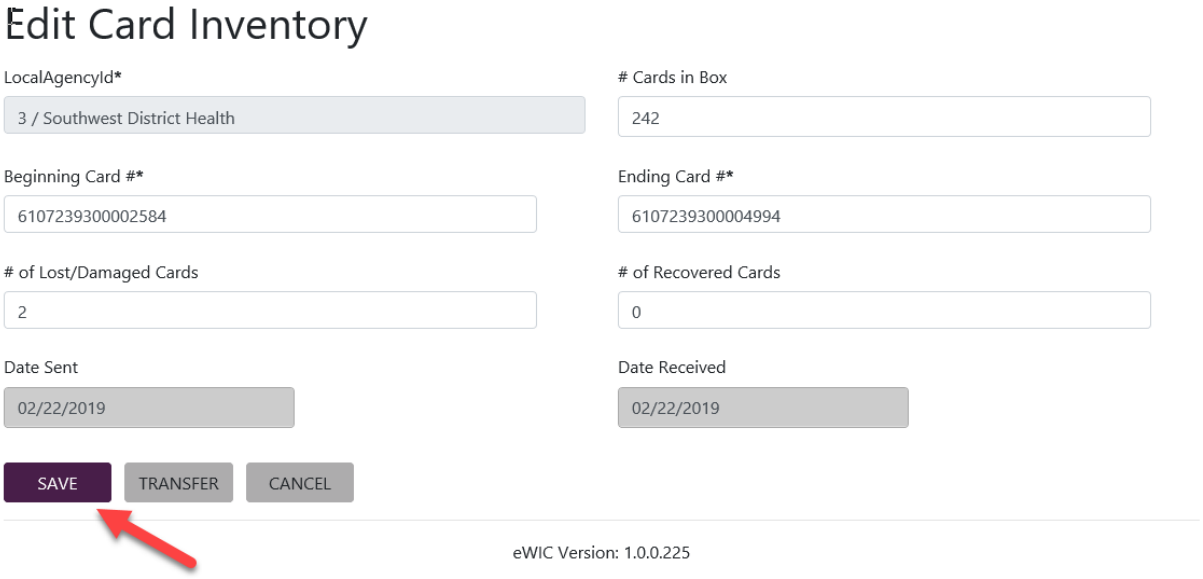
4. Select the Edit icon for the card inventory that needs updated



5. Enter the # of Lost/Damaged Cards or the # of Recovered Cards



6. Click Save



IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

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